



## Labor Order Form for Exhibit Set Up and Dismantle

\* Please complete the below Labor Order Form and send back to Exhibits@PreconEvents.com for processing.

\*\* Labor is billed by the full hour. Partial hours will be rounded up to the next full hour. Refunds will not be issued for unused labor. Additional "on-site" labor requests/additions will be handled to the best of our ability but are not guaranteed and will be charged at the double time rate.

\*\*\*Large orders may be subject to minimums.

\*\*\*\*Supervisor Labor will be required if the use of tools is a requirement for the requested labor.

## Installation Labor

Labor Type	Straight Time	Over Time	Double Time	Quant	Est Hrs	Total Price
	M - F (9AM - 5PM)	M - F (5PM - 12AM) M - F (5AM - 9AM) SA/SU (9AM - 5PM)	M-F (12AM - 5AM) SA/SU (5PM - 9AM)			

General Labor	\$100/hr	\$140/hr	\$185/hr			\$
Supervisor Labor	\$130/hr	\$190/hr	\$245/hr			\$
					<b>TOTAL</b>	<b>\$</b>

Date Required:	Estimated Duration of Labor Hours:
Requested Start Time:	Estimated Completion Time:

## Dismantle Labor

Labor Type	Straight Time	Over Time	Double Time	Quant	Est Hrs	Total Price
	M - F (9AM - 5PM)	M - F (5PM - 12AM) M - F (5AM - 9AM) SA/SU (9AM - 5PM)	M-F (12AM - 5AM) SA/SU (5PM - 9AM)			

General Labor	\$100/hr	\$140/hr	\$185/hr			\$
Supervisor Labor	\$130/hr	\$190/hr	\$245/hr			\$
					<b>TOTAL</b>	<b>\$</b>

Date Required:	Estimated Duration of Labor Hours:
Requested Start Time:	Estimated Completion Time:

## Labor Order Payment Form

### EXHIBITOR INFORMATION

<b>COMPANY:</b>		<b>BOOTH #:</b>	
Address Line 1:		Address Line 2:	
City:	Prov/State:	ZIP:	
Country:			
Contact Name:		Contact Phone:	
Contact Email:			

### BILLING AND PAYMENT INFORMATION AMEX \_\_\_ MasterCard \_\_\_ Visa \_\_\_

Cardholder Name:	Exp Date:	ZIP:
Credit Card #:	CVV2 Code:	
Signature:	Date:	

All wire transfers are subject to a \$75 processing fee. All fees associated with processing of payments are the responsibility of the payer. If a payer has an outstanding balance at the time of requested service, service may be delayed or denied at the option of Precon Events, until balances are paid in full.

## PRECON

For additional assistance, please call one of our Exhibitor Services Specialists at **240-669-6262**

Email inquiries to [Exhibits@PreconEvents.com](mailto:Exhibits@PreconEvents.com)